

CLERK TYPIST II (016-11)

SALARY: \$24,710.40 - \$33,134.40 annually, plus liberal fringe benefits

THE POSITION

This is intermediate level varied office support work of average difficulty. A major function of this class is rapid and accurate transcription and typing work from drafts, notes or dictation normally using word processing equipment.

Work involves typing and office support duties of an occasional complex nature. The relative difficulty and responsibility of the work is a primary factor distinguishing positions in this class from Clerk Typist I. The work performed is usually not of a routine nature and involves a variety of tasks. Under general supervision, employee receives instructions orally and in writing and performs tasks in accordance with established procedures, requiring the exercise of reasonable initiative and independent judgment in addition to tact and courtesy when contact with the public and other employees is involved. The employee in this class is expected to be able to explain minor administrative decisions, complex regulations or technical information. Supervision is received for difficult and important work and supervision may be exercised on an assigned or temporary basis over subordinate personnel. Work is reviewed while in progress and upon completion through observation and results obtained.

NOTE: The duties of this position will include all of those duties set forth in the official job description.

THE REQUIREMENTS

1. Graduation from a standard high school or possession of a G.E.D. from a recognized issuing agency.
2. Possession of a minimum of one (1) year full-time paid general office support work experience involving the frequent use of typing skills, preferably in a computerized environment.
3. Typing requirement – minimum 45 words per minute net.

THE EXAMINATION

The examination will consist of a Written Examination and Typing Test. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

The written examination will cover the following topics: Business English, Spelling, Filing, Office Practices, General Reasoning Ability, Math, and Interpersonal Skills. The typing test will be taken on a computer.

TENTATIVE TEST DATE WILL BE WEEK OF MAY 23.

NOTE: If the position warrants, candidates may be required to successfully pass a polygraph examination prior to employment.

HOW TO APPLY

Official City of Fort Lauderdale applications will be accepted and received at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3rd Floor, Fort Lauderdale, Florida, up to **4:00 p.m., Friday, May 13, 2005.**

LS:04/18/05:Ann#162-016-11
Medical Group III

CLERK TYPIST II